

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
APRIL 5, 2021**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, April 5, 2021 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314 via teleconference pursuant to Governor Newsom's Executive Order N-29-20.

President Russo called the meeting to order at 5:00 p.m. The Pledge of Allegiance was dispensed with for this meeting. Director Green requested a moment of silence for the recent passing of a District employee.

BOARD MEMBERS PRESENT VIA ROLL-CALL

John Green, Karyn Oxandaboure, John Russo, Larry Walsh and Al Ziegler were present.

President Russo confirmed that all Board members could hear the teleconference and were in possession of an agenda for the meeting. No Board members expressed doubt that the Board members participating by teleconference were not themselves.

BOARD MEMBERS ABSENT

No Board Members were absent.

OTHERS PRESENT

MEMBERS OF THE PUBLIC who announced their presence included: Bob Ybarra, Patrice Duncan, Bynette Mote, Ellen Clarke, and Mark Dolan.

DISTRICT EMPLOYEES included: Kaylyn Johnson, Customer Service Representative; Andy Keller, Sewer Foreman; Shari Strain, Finance Officer; Nathan Zamorano, Sewer Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

NON-AGENDA PUBLIC TESTIMONY

Board Secretary Morgan Szabad reported that there were no written public communications received. No public comment by tele-conference attendees was offered.

PRESENTATIONS

There were no presentation items.

INFORMATION ITEMS

There were no information items.

CONSENT CALENDAR

President Russo read aloud the items on the consent calendar and asked for any public comment regarding the consent calendar items. There was no public comment given.

MOTION

Upon motion by Director Walsh, seconded by Director Ziegler, and carried by the following roll-call vote:

AYES:	GREEN, OXANDABOURE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board approved the following consent items as presented:

- A. Minutes - Regular Meeting March 15, 2021

REQUESTS FOR CONTINUANCE

There were no requests for continuance.

ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

There were no items removed from the consent calendar for discussion.

COMMITTEE & BOARD MEMBER REPORTS

- A. The following Committees met since the last Board Meeting:
 - BBARWA, March 24, 2021

General Manager Mary Reeves summarized the BBARWA agenda from March 24, 2021 which included their annual public hearing, budget, a lease agreement, bids, and two letters of opposition for SB 278 and AB 339.

STAFF REPORTS

The General Manager’s Report was discussed, received, and filed.

UNFINISHED BUSINESS

There were no unfinished business items.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Proposed Resolution 2021-03 – A Resolution of the Board of Directors of the Big Bear City Community Services District, San Bernardino County, California, Adopting a Revised Personnel Management Policy and Procedures Manual

President Russo asked General Manager Mary Reeves to describe this agenda item. Ms. Reeves explained that the proposed Personnel Management Policy and Procedures Manual will supersede Ordinance 186. Ordinance 239 adopted in 2009 allows for Ordinance 186 to be amended by Resolution. Ms. Reeves detailed the timeline of work and review spent on the proposed manual. The proposed manual has been reviewed by legal counsel, staff, and the Big Bear City Community Services District Employees Association and is being

presented to the Board for final adoption based on staff recommendation.

MOTION

Upon motion by Director Ziegler, seconded by Director Oxandaboure, and carried by the following roll-call vote:

AYES:	OXANDABOURE, RUSSO, ZIEGLER
NOES:	GREEN, WALSH
ABSENT:	NONE
ABSTAINS:	NONE

The Board adopted Resolution 2021-03, the caption of which reads as follows:

RESOLUTION 2021-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT, SAN BERNARDINO COUNTY, CALIFORNIA, ADOPTING A REVISED PERSONNEL MANAGEMENT POLICY AND PROCEDURES MANUAL

See BBCCSD Resolution and Ordinance Book Number 34 for complete copy of Resolution 2021-03.

- B. Proposed Resolution 2021-04 – A Resolution of the Board of Directors of the Big Bear City Community Services District, San Bernardino County, California, Adopting a General Manager General Policy

President Russo asked General Manager Mary Reeves to describe this agenda item. Ms. Reeves reported that the proposed General Manager General Policy coincides with the revised Personnel Management Policy and Procedures Manual. Ms. Reeves stated that the only portions she believed needed to be discussed further were sections E and F, the contract and check signing authority, threshold listed of \$20,000 that was carried over from the original policy adopted in 2000 which would now be considered low. Director Oxandaboure recommended increasing the contract and check signing authority to \$50,000. Director Walsh pointed out that on page two, item 9 and 11 appeared to be redundant. Ms. Reeves expressed her agreement with Director Walsh and recommended that the 3rd and 4th line of section 11 be removed.

MOTION

Upon motion by Director Walsh, seconded by Director Green, and carried by the following roll-call vote:

AYES:	GREEN, OXANDABOURE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board adopted Resolution 2021-04 which increased the contract and check signing amount from \$20,000 to \$50,000 and the removal of the redundant language in section 11, the caption of which reads as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT, SAN BERNARDINO COUNTY, CALIFORNIA, ADOPTING A GENERAL MANAGER GENERAL POLICY

See BBCCSD Resolution and Ordinance Book Number 34 for complete copy of Resolution 2021-04.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

The Board Members made their closing comments and announcements of coming events. Public comment regarding the closed session items was also heard during this time.

CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8
 Property: APN 0311-205-17
 Agency Negotiator: General Manager, Board of Directors
 Negotiating Parties: Mark Dolan
 Under Negotiation: Price and Terms of Payment

- B. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)
 Agency Negotiator: General Manager
 Employee Organization: Big Bear City Community Services District Employee Association

At 5:35 p.m., President Russo read aloud the closed session agenda items and the Board entered into closed session.

REPORT FROM CLOSED SESSION

At 6:02 p.m., the Board reconvened to open session and President Russo reported on the closed session items.

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8
 Property: APN 0311-205-17
 Agency Negotiator: General Manager, Board of Directors
 Negotiating Parties: Mark Dolan
 Under Negotiation: Price and Terms of Payment

President Russo reported that the Board voted to accept an offer on the property APN 0311-205-17.

MOTION

Upon motion by Director Ziegler, seconded by Director Walsh, and carried by the following roll-call vote:

AYES:	GREEN, OXANDABOURE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board accepted a cash offer of \$20,000 for APN 0311-205-17 and authorized the General Manager to execute the appropriate documents.

- B. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)
Agency Negotiator: General Manager
Employee Organization: Big Bear City Community Services District Employee Association

President Russo reported that the contract amendment will be approved at the regular Board meeting on April 19, 2021.

MOTION

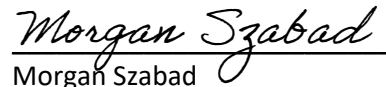
Upon motion by Director Walsh, seconded by Director Ziegler, and carried by the following roll-call vote:

AYES:	GREEN, OXANDABOURE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board approved the contract amendment. The contract amendment will be approved in open session on April 19, 2021.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 6:02 p.m.



Morgan Szabad
Secretary of the Board